

## CHAPTER 1026 Addressing of Premises

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### CROSS REFERENCES

Naming of streets - see S.U. & P.S. Ch. 1020

Street signs - see S.U. & P.S. Ch. 1021

Street addresses in subdivisions - see P. & Z. 1245.06

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#### 1026.01 PURPOSE AND INTENT; APPLICATION.

(a) This chapter is intended to promote the general health, safety and welfare of the public. To these ends, the purpose and intent of this chapter are to:

- (1) Facilitate the provision of adequate public safety services;
- (2) Relieve conditions causing difficulty in locating properties and buildings for County agencies, the general public and others; and
- (3) Provide a uniform system of premises addressing for all properties and addressable structures throughout the County.

(b) This chapter shall apply to all areas of the County outside the corporate limits of towns. (Ord. 92-01. Passed 1-21-92.)

## 1026.02 DEFINITIONS.

As used in this chapter:

- (a) "Address Grid Map of Loudoun County" means the grid map, coincident with the Virginia Coordinate Grid System, 1927 datum, maintained in the Department of Environmental Resources, used to assign property addresses in Loudoun County. The grid is a series of north-south and east-west intersecting lines on 1,000-foot intervals, with arbitrary values ranging from 30000 to 48000 (west to east) and 10000 to 27000 (north to south).
- (b) "Address plat" means a plat at one inch equals fifty feet scale supplied by a developer for addressing multifamily residential and commercial/industrial buildings.
- (c) "Addressable structure" means any permanent building used for human habitation or gathering or any commercial or industrial structure.
- (d) "Alley" means a right of way which provides secondary-service access for vehicles to the side or rear of abutting properties.
- (e) "Department" means the Loudoun County Department of Environmental Resources.
- (f) "Director" means the Director of the Department of Environmental Resources of the County, or his or her duly authorized agent.
- (g) "Facilities Standards Manual" means the Facilities Standards Manual of the County.
- (h) "Industrial and commercial structures" means structures used for industrial or commercial purposes, including, but not limited to, wholesale, retail or service business activities, research and development activities, manufacturing, processing, warehousing and commercial offices.
- (i) "Institutional structure" means a building or structure which provides for governmental uses or public or private health, educational or recreational uses, such as park buildings or pools, schools, churches, libraries, hospitals, camp buildings and governmental administrative offices.
- (j) "Land development addressing program" means the program by which streets are named and addresses for premises are developed for all new streets and structures proposed through land development application review.
- (k) "Person" means any individual, corporation, cooperative, partnership, firm, association, trust, estate, private institution, group or agency, or any legal successor, representative, agent or agency thereof.
- (l) "Premises address" means an address assigned to a property prior to construction.
- (m) "Premises Map of Loudoun County" means a set of maps at 1:2,400 (one inch equals 200 feet) scale, coincident with the County detailed base map, which shows all addressable structures with their primary addresses, all named public and private roads, all major drainageways and waterbodies and all driveways.
- (n) "Primary access" means, in the case of single-family residential properties, the driveway. In all other cases, it means the entrance from the street that accesses the front or primary entrance to the structure.
- (o) "Primary address" means the street address number assigned to an individual primary structure.

- (p) "Primary entrance" means, in the case of single-family residential structures, the front door. For all other structures, it means the main doorway used for access to the structure, as shown on the address plat.
- (q) "Rural addressing program" means the program by which individual premises addresses are developed for existing structures in the previously unaddressed or the rural route post office box area of the County (generally west of Route 643).
- (r) "Rural area" means an area where, in general, lot sizes are larger than one acre and addressable structures are typically not near the named travelway.
- (s) "Secondary address" means a suite, apartment, tenant house or other addressable structure on a single-owner private access easement or unit number assigned to a secondary or internal entrance of any building if used with a primary address. For example, an apartment number or suite number is a secondary address.
- (t) "Secondary entrance" means, in a residential building, an internal doorway to an apartment or condominium. In a commercial or industrial building, "secondary entrance" means either the doorway into an internal suite or the doorway into an external loading dock or staff or service entry.
- (u) "Single-owner private access easement" means a private access easement serving more than one addressable structure where all such addressable structures are owned by one common owner, e.g. tenant houses on an estate subject to the rural addressing program. Property on a private road which has been subdivided, but on which lots have not been sold, shall not be considered a single-owner private access easement.
- (v) "Small area map" means a one inch equals 200 feet scale map produced by the Department of Environmental Resources on an eight and one-half inch by eleven inch sheet.
- (w) "Street Name Map of Loudoun County" means the official Street Name Map of Loudoun County, being a three map set, updated and published annually, which shows the location of all named private and public roads and incorporated area boundaries and which includes a County-wide map at 1:50,000 scale, an eastern Loudoun enlargement and an incorporated town enlargement.
- (x) "Street Network Map of Loudoun County" means a series of maps at 1:12,000 (one inch equals 1,000 feet) scale, coincident with the County block base map, which shows names and locations of all named public and private roads, future planned roads and municipal boundaries.
- (y) "Urban area" means an area where, in general, lots sizes are less than one acre and addressable structures are typically near the named travelway.  
(Ord. 92-01. Passed 1-21-92; Ord. 94-09. Passed 4-20-94.)

#### 1026.03 INTERPRETATION, ADMINISTRATION AND ENFORCEMENT.

The Director shall be responsible for the interpretation, administration and enforcement of this chapter and shall have the necessary authority to ensure compliance with this chapter, including the issuance of violation notices and any other appropriate action.  
(Ord. 92-01. Passed 1-21-92.)

1026.04 ASSIGNMENT OF PRIMARY AND SECONDARY ADDRESSES;  
MAINTENANCE OF RECORDS.

(a) All primary addresses for properties and buildings shall be assigned by the Department following the provisions contained in this chapter and standards and procedures adopted by the Department. Primary addresses assigned by any other person or entity shall be void.

(b) Secondary addresses shall be required for multiple-dwelling residential buildings by the Department following the provisions contained in this chapter and standards and procedures adopted by the Department. A request for such a secondary address may be submitted along with the request for a primary address, but procurement of a secondary address shall not be a prerequisite to a zoning permit. However, secondary addresses shall be required prior to issuance of occupancy permits for multiple-dwelling buildings.

(c) Secondary addresses required for commercial, industrial or institutional buildings shall be assigned by the building owner in accordance with this chapter. The building owner shall provide the Department with three legible copies of the building plans showing the location of such secondary addresses. Notification to the Department, along with such copies of the building plans, shall be required whenever there is a change to secondary addresses.

(d) The Department shall maintain records of all addresses for each addressable structure on the Premises Map of Loudoun County and its related data base.  
(Ord. 92-01. Passed 1-21-92.)

(e) Secondary addresses required for single-owner private access easements shall be assigned by the Department in accordance with the rural addressing program.  
(Ord. 94-09. Passed 4-20-94.)

1026.05 UNIFORM SYSTEM OF ADDRESSING ADOPTED; APPLICATION.

A uniform system of developing and assigning addresses for premises is hereby adopted. All premises addresses shall be determined through a combination of a grid and frontage measurements. All addressable structures in the County shall be identified by reference to the uniform numbering system adopted by this section. This system shall be based on a grid system with local adjustments consistent with a frontage system. The system shall apply County-wide, except for areas within incorporated town limits. Such incorporated areas may elect to participate in the County-wide addressing program and shall become part thereof upon appropriate notice to the County.  
(Ord. 92-01. Passed 1-21-92.)

## 1026.06 DETERMINATION OF ADDRESSES.

The following procedures and processes are provided for the express purpose of determining addresses for premises.

- (a) Address Grid Map. The Address Grid Map of Loudoun County provides for the establishment of unique primary addresses throughout the County by dividing the County into address ranges, from 30000 to 48000 (west to east) and from 10000 to 27000 (north to south). Such numbering system is coincident with the Virginia Coordinate Grid System, 1927 datum.
- (b) Application of Grid to County. The Address Grid Map of Loudoun County shall be applied to the Street Name Map of Loudoun County. The actual address number range for each street segment shall be generated from the addressing grid. Final interpretations of the address grid and application to the Street Name Map rest with the Director.
- (c) Uniform Assignment of Street Numbers. Street numbers shall be uniformly assigned, with numbers increasing from north to south and west to east as shown on the Street Name Map of Loudoun County. The directional orientation of a street shall be determined by the Department. Numbers on the north side of east-west streets shall be even, and numbers on the south side of such streets shall be odd. Numbers on the east side of north-south streets shall be even and numbers on the west side of such streets shall be odd.
- (d) Uniform Increments/Decrements. All addresses of premises issued on a given travelway shall increment/decrement uniformly. All reasonable effort shall be made to have addresses uniformly increment/decrement with respect to addresses on the opposite side of a street.  
(Ord. 92-01. Passed 1-21-92.)
- (e) Use of Access Points. Primary addresses shall be assigned to the street from which the primary access originates. A premises address shall be determined numerically from the address range for the named street segment which the driveway serving the premises intersects. Whenever five or more premises or potential premises (vacant lots) are involved with a private lane, driveway or ingress/egress easement, except for single-owner private access easements, a name shall be applied to such travelway as provided in Chapter 1020, and all addressable structures accessing that main travelway shall be addressed from such travelway.  
(Ord. 94-09. Passed 4-20-94.)
- (f) Premises with Multiple Access Points. An addressable structure shall be addressed from the named travelway which provides primary access. Primary access shall be determined as the all-weather access by the shortest practical route.
- (g) Corner Lots. The addressable structure on a corner lot shall be addressed based on the street providing vehicular access (a driveway). When the driveway intersects with more than one street, the Director shall have the final determination of the most appropriate travelway on which to base an address. The Director shall be guided by such factors as driveway distance and the street name towards which the house faces.

(h) Commercial, Industrial, Institutional and Multifamily Buildings.

(1)Primary addresses.

- A. Commercial, industrial and institutional structures shall carry one unique primary address per addressable structure.
- B. Each primary entrance of a multifamily residential structure shall be assigned a unique street number (primary address).
- C. The primary and secondary entrances to multifamily dwellings and commercial, industrial and institutional buildings shall be clearly identified on the address plat.

(2)Secondary addresses.

- A. Individual units (businesses) within a commercial, industrial or institutional structure shall be addressed using secondary unit numbers, regardless of interior and exterior access points. The owner of an industrial, commercial or institutional building shall be responsible for assignment of the secondary addresses. Such assignment shall be made in accordance with this chapter and within thirty days of a request from a tenant or before occupancy, whichever comes first.
- B. Secondary unit numbers shall consist of three digits. For multi-story structures exceeding nine stories, four-digit numbers shall be assigned. In cases where basements require secondary addresses, the three-digit number shall begin with "0." The two right-most digits shall represent the unit number. The left-most digit shall represent the floor number (or the two left-most digits for four-digit assignments).
- C. For multifamily residential structures with units accessed directly from the primary entrance and/or stairway from the primary entrance, secondary numbering shall begin to the left side of the entrance-way and proceed sequentially in a clockwise direction from the commencement point.
- D. For units accessed by interior hallways (e.g., shopping malls), secondary numbers shall be assigned with even numbers on the north and east sides and odd numbers on the south and west sides of interior hallways. The numbering sequence shall begin at the primary entrance.

(Guidelines for determining secondary addresses in commercial, industrial and institutional buildings and structures are contained in Appendix I at the end of this chapter.)

(Ord. 92-01. Passed 1-21-92.)

- E. For single-owner private access easements with more than one addressable structure, secondary numbers shall be assigned sequentially using every other number in accordance with Appendix III at the end of this chapter.

(Ord. 94-09. Passed 4-20-94.)

(i) Temporary Addresses. Temporary addresses shall be available only for construction mobile home trailer offices and for similar purposes. Anyone desiring a temporary address shall execute an agreement with the Department that acknowledges that the address being provided is a temporary address to be used for not more than one year from the date of issuance.

To obtain a temporary address, the applicant shall provide a small area map which contains the location of the temporary addressable structure, the nature of the temporary addressable structure and the vehicular path by which one can access the temporary addressable structure from the closest named travelway.  
(Ord. 92-01. Passed 1-21-92.)

#### 1026.07 ADDRESSING SERVICES PROVIDED BY DEPARTMENT.

The Department shall provide the following addressing services:

- (a) Maintenance and support of the Address Grid Map of Loudoun County.
  - (b) Maintenance, support and annual publication of the official Street Name Map of Loudoun County.
  - (c) Maintenance, support and weekly publication of updated premises address maps.
  - (d) Maintenance, support and monthly publication of updated block street network maps.
  - (e) Response to public inquiries for address confirmation.
  - (f) Make available copies of all street name/premises address maps as requested under appropriate fee schedules.
  - (g) Development and distribution of addresses of premises in accordance with this chapter.
  - (h) Whenever an address is developed and assigned, providing of official notification, including a premises address map, to the following:
    - Loudoun County Department of Building and Development
    - Loudoun County Department of Economic Development
    - Loudoun County Sanitation Authority
    - Loudoun County Department of Fire, Rescue and Emergency Services (three)
    - Loudoun County Sheriff's Department
    - Loudoun County Department of Financial Services
    - Loudoun County School Board Administrative Office
    - Voter Registrar of Loudoun County
    - Postmaster (Two)
    - Applicant (Two)
- (Ord. 92-01. Passed 1-21-92.)

#### 1026.08 DEVELOPING AND OBTAINING ADDRESSES.

All addresses shall be developed by the Department in accordance with this chapter. Addresses shall be developed and may be obtained by one of the three following ways:

- (a) Rural Addressing Program. The Department shall develop premises addresses for all addressable structures in the rural addressing program area in accordance with this chapter, except as follows:
    - (1) Rural addressing shall be conducted in phases.
    - (2) The order and priority of phases shall be determined by the Board of Supervisors.
    - (3) Addresses of rural premises shall not be available early or "out-of-phase."
    - (4) Routine addressing services shall be available for each completed phase.
- (Ord. 92-01. Passed 1-21-92.)

(5) Only the primary structure, as identified by the owner, on a single-owner private access easement shall receive a primary address, unless the single-owner private access easement has been named pursuant to owner request, in which case all addressable structures will receive a primary address. All other addressable structures on the single-owner private access easement shall be assigned a secondary address.

The owner of any single-owner private access easement on which primary addresses have already been assigned during a phase of the rural addressing program completed prior to the adoption of this paragraph may request that such addresses be changed to conform to this paragraph.

(Ord. 94-09. Passed 4-20-94.)

- (b) Individual Address Requests. The Department shall provide addresses to individuals upon request in accordance with this chapter. An individual requesting an address shall submit a small area map on an eight and one-half inch by eleven inch sheet at a scale of one inch equals 200 feet (available from the Department). The map shall show the closest named street to be accessed, the location of the proposed addressable structure, the location of the proposed driveway to serve the proposed addressable structure and any other addressable structures which might access the driveway.

All individual address requests shall be submitted, in writing, to the Department.

The Department shall develop the individual address requested within two working days after receipt of the information provided above and release an updated address map.

- (c) Land Development Addressing. Addresses of premises shall be developed as part of the land development review process for new developments County-wide in accordance with this chapter and as follows:

(1) General requirements.

- A. Addresses of premises shall be developed through a review of proposed record plats, approved construction/grading plans and proposed final site plans.
- B. Addresses of premises shall be released for proposed addressable structures within fifteen working days of approval of the final site plan or recordation of the record plat, whichever applies, provided that the applicant has met all submission requirements of this chapter.
- C. Addresses of premises shall not be released prior to approval of the final site plan or record plat, or both, as may be appropriate.
- D. The Department shall publish and release an updated address map within seven days of release of an address.
- E. No address will be assigned over the telephone.



- (2) Supplementary requirements for lot developments greater than one acre in size.  
Requests for addresses for single-family detached residential structures on lots greater than one acre shall be processed as follows:
- A. Individual premises addresses shall be developed upon the request of the lot owner following approval of the record plat by the County, recordation with the Clerk of the Court and bonding of any improvements as may be appropriate.
  - B. All such requests shall comply with the requirements of subsection (b) hereof.
- (3) Supplementary requirements for lot developments less than or equal to one acre in size.
- A. The Department shall determine addresses for residential single-family structures on lots less than or equal to one acre in size coincident with the review of proposed record plats for the subdivision creating such lots for such structures, except for corner lots.
  - B. The Department shall determine addresses for structures on corner lots upon written request by the applicant in accordance with the provisions of subsection (b) hereof.
  - C. Addresses will not be released until after the record plat is approved, bonded and recorded.
- (4) Supplementary requirements for residential multifamily, commercial, industrial and institutional structures. The Department shall develop premises addresses for proposed residential multifamily and commercial, industrial and institutional structures in accordance with this chapter and as follows:
- A. The applicant shall submit two paper copies of the proposed final site plan to the Department concurrent with his or her submission of site plans for review to the Department of Building and Development.
  - B. All requests for addresses under this subsection shall be supported by an address plat in accordance with the requirements and standards outlined in Appendix II at the end of this chapter.
  - C. Address plats submitted in support of requests for premises addresses for commercial, industrial and institutional structures shall include secondary addresses for each suite, unit or apartment.
- (Ord. 92-01. Passed 1-21-92.)

#### 1026.09 POSTING OF ADDRESSES REQUIRED.

Addresses shall be posted in a timely manner. Addresses shall be temporarily posted for any addressable structure under construction prior to the first building inspection. Addresses shall be permanently posted in accordance with this chapter prior to occupancy. (Ord. 92-01. Passed 1-21-92.)

**1026.10 DISPLAY OF NUMBERS IN URBAN AREAS.**

(a) Each assigned primary address number shall be displayed at the front entrance or the entrance which is clearly visible from the street or the ingress/egress easement providing access to the building. If the address number cannot be posted on a building in a manner that makes it clearly visible from the street, then the address number shall be displayed at the end of the driveway nearest the street or

the ingress/egress easement providing access to the building. Display of a street address at the corner of a driveway shall be such that clear identification can be made of the location of the building to which the address is assigned. Nonnumeric postings of street addresses shall not be permitted, except in cases where such postings are in addition to the standard numeric posting required.

(b) Numerals displayed on single-family dwellings shall be a minimum of three inches in height and shall contrast with the background on which they are posted, except as provided in subsection (c) hereof.

(c) The display of primary street address numbers for multiple dwelling units and commercial and industrial buildings shall be of solid numerals that are a minimum of six inches in height and one inch in width. Such numerals shall contrast with the background on which they are posted and shall be clearly visible from the street on which the building is addressed and ingress/egress easements in the rear of the building. (Ord. 92-01. Passed 1-21-92.)

**1026.11 DISPLAY OF NUMBERS IN RURAL AREAS.**

(a) In rural areas, address numbers on structures should be metal, reflective, if possible, and large enough (not less than three inches) to be seen, night and day, from a distance.

(b) Addresses on the structure shall be numerals (e.g. 15579). Numbers shall not be spelled out (e.g. fifteen thousand five hundred seventy nine).

(c) Numbers shall contrast with the background. Dark lettering over a light background provides the best visibility.

(d) Numbers shall be posted in an area not subject to coverage by vegetation (limbs, vines, etc.). Posting areas shall be maintained regularly to ensure that numbers are visible. Numbers shall be located so that they are visible from the driveway or access.

(e) Numbers shall be posted on individually addressed structures. Should the numbers not be visible from the roadway, additional numbers shall be posted at all access points.

(f) Structures that are located more than 100 feet off the road shall have the address number located at the entrance to the named road, but separate from the mailboxes.

(g) If more than two structures are addressed on a road, each driveway shall be posted (with a directional arrow if needed) with its own address number. (Ord. 92-01. Passed 1-21-92.)

**1026.12 ADDITIONAL DISPLAY OF NUMBERS.**

(a) Secondary addresses on single-owner private access easements shall be identified with a sign showing the range of such addresses or unit numbers, and such sign shall be posted at the location where the ingress to the single-owner private access easement and the street from which the addressable structures and parcels are addressed intersect. Other identifying signs, if needed, shall be posted as shown in Appendix III at the end of this chapter.

(b) The Department shall have the authority to require the additional display of numbers as is necessary to facilitate the clear identification of the building.  
(Ord. 94-09. Passed 4-20-94.)

**1026.13 POSTING OF ADDRESS NUMBERS REQUIRED FOR OCCUPANCY PERMIT.**

An occupancy permit for any structure erected or repaired shall be withheld until the permanent and proper numbers have been affixed to such structure in accordance with the requirements of this chapter.  
(Ord. 92-01. Passed 1-21-92.)

**1026.14 PREMISES ADDRESS REQUIRED FOR ZONING OR BUILDING PERMIT.**

No zoning or building permit shall be issued for any addressable structure until the owner or developer has procured the official premises address of such structure from the Department and such address is presented to the Department of Building and Development.  
(Ord. 92-01. Passed 1-21-92.)

**1026.15 VIOLATIONS; ENFORCEMENT.**

(a) Whenever the Director determines that any person is in violation of any provision of this chapter, he or she may give notice, by certified mail with return receipt requested, of such violation to the person failing to comply with any such provision and order such person to take corrective measures as are necessary within thirty days from the date of notification, as shown on the return receipt.

(b) If any person fails to comply with an order issued pursuant to this section, the Director may initiate such action as is necessary to terminate the violation, including obtaining criminal warrants, applying to courts of competent jurisdiction for injunctive relief or any other appropriate action.  
(Ord. 92-01. Passed 1-21-92.)

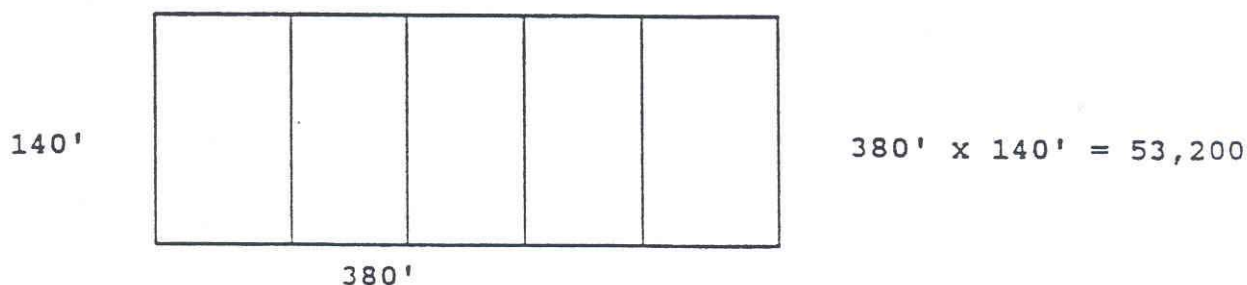
**1026.99 PENALTY.**

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a Class 3 misdemeanor and shall be fined not more than five hundred dollars (\$500.00).  
(Ord. 92-01. Passed 1-21-92.)

## APPENDIX I

DETERMINING SECONDARY ADDRESSES IN COMMERCIAL,  
INDUSTRIAL AND INSTITUTIONAL BUILDINGS AND STRUCTURES

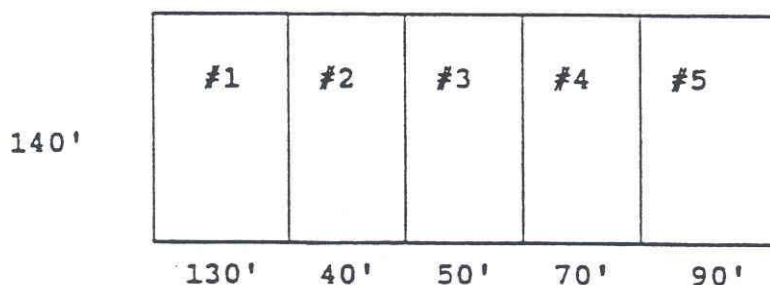
1. Find the total number of square feet of given building footprints.



2. The maximum number of addresses allocated for a one story building is 99. Find the maximum square feet that can be allocated for each possible address.

$$\frac{53,200}{99 \text{ possible addresses}} = 537 \text{ sq. ft./address}$$

3. Scale each suite or unit space.



4. Find the maximum number of addresses allocated for each unit. (The address range).

Unit 1:  $140' \times 130' = 18,200$   
 $\frac{18,200}{537} = 33.89 \approx (34 \text{ addresses})$

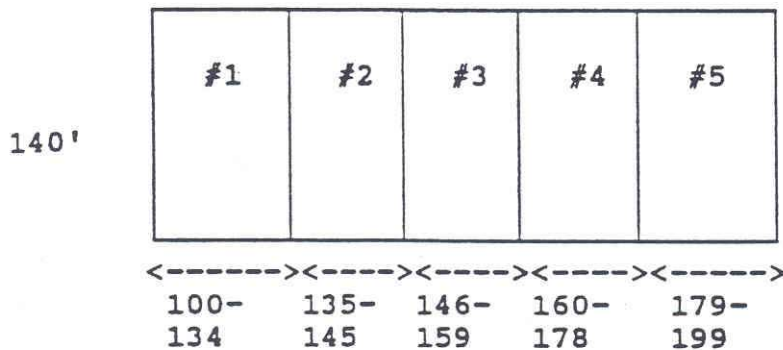
Unit 2:  $140' \times 40' = 5,600$   
 $\frac{5,600}{537} = 10.42 (10 \text{ addresses})$

- Unit 3:  $140' \times 50' = 7,000$   
 $\frac{7,000}{537} = 13.03$  (13 addresses)
- Unit 4:  $140' \times 70' = 9,800$   
 $\frac{9,800}{537} = 18.24$  (18 addresses)
- Unit 5:  $140' \times 90' = 12,600$   
 $\frac{12,600}{537} = 23.46$  (23 addresses)

Assign the secondary addresses.

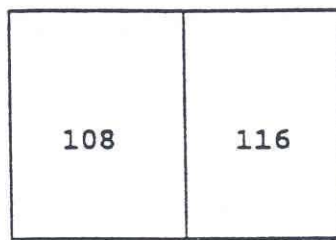
Because each unit could be further subdivided, the assigned address should be chosen from the middle of the computed range. For example, Unit 1 is assigned an address of 116 because its range is 100 to 134.

<u>Address Range</u>	<u>Assigned Address</u>
Unit 1 - 100 to 134	116
Unit 2 - 135 to 145	140
Unit 3 - 146 to 159	154
Unit 4 - 160 to 178	169
Unit 5 - 179 to 199	189



## Unit #1

assign # 108  
(range is  
between 100  
and 115)



original tenants  
of Unit 1 will be  
able to keep their  
116 address.

<----->----->  
100        115       134

6. Secondary unit numbers shall consist of three digits. For multi-story structures exceeding nine stories, four digit numbers shall be assigned. In cases where basements require secondary addresses, the three-digit number shall begin with '0'. The two right-most digits shall represent the unit number. The left-most digit shall represent the floor number.

## APPENDIX II

ADDRESS PLAT DOCUMENTATION REQUIREMENTS

All requests for development addressing shall be supported by a clearly legible address plat. The address plat shall be an accurate representation of 1) existing conditions; 2) approved final site plan; or 3) the approved record plat, depending on the nature of the request. All address plats shall be in conformance with the following requirements:

- (A) Address plats are to be prepared on 24" x 36" paper prints or 4-mil scale-stable polyester film (mylar) for all requests at a scale of 1"=50'. The Director of the Department may alter this requirement where the project will not fit on the designated sheet size.
- (B) Addressable building footprints, and all exterior building entrance points shall be shown,
- (C) Primary access to the site shall be shown.
- (D) All interior hallways, units, apartments, etc., and interior entrance points.
- (E) All boundaries of the property or properties for which an address is required shall be shown, along with subdivision name and lot numbers, as appropriate.
- (F) Public rights-of-way and existing/proposed street names shall be shown.
- (G) Ingress/egress easements and parking lots, and existing/proposed names shall be indicated.
- (H) Driveway locations for all corner lots shall be shown.
- (I) At least four (two easting and two northing) Virginia Coordinate Grid lines, in intervals evenly divisible by 500, with annotation, will be included grid. "Tics" are unacceptable.
- (J) The address plat shall include a signature block, signed by the engineer/surveyor and worded as follows:

I hereby certify that the information on this address plat is consistent with (existing conditions) (approved record plat) (approved final site plan).

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(ENGINEER/SURVEYOR)

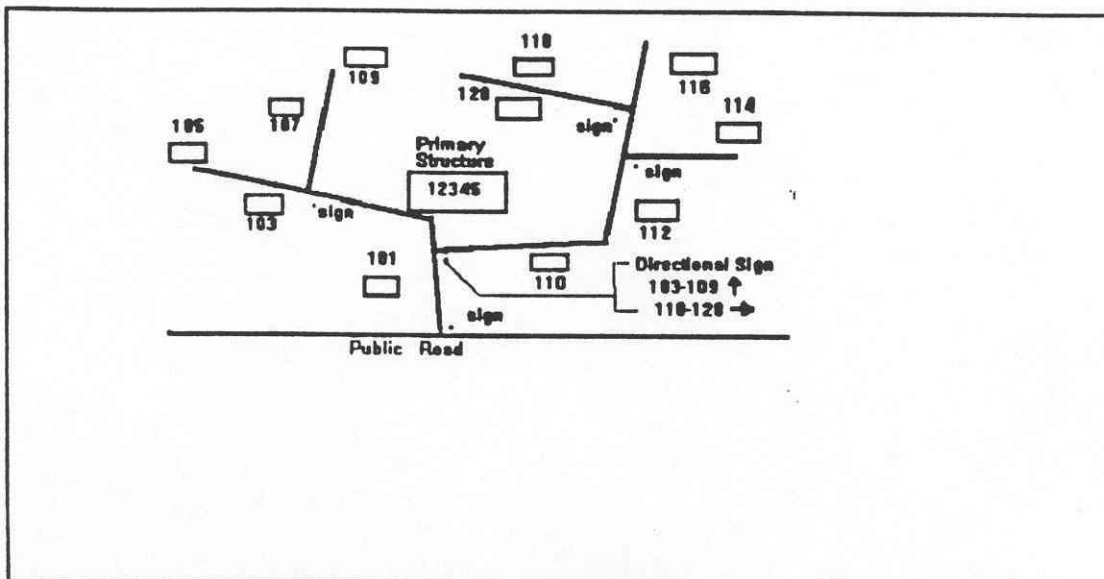
- (K) A title block shall be included with project name.
- (L) Vicinity map at a scale of 1" = 1000', except as may be noted in individual requests, shall be included.
- (M) Tax Map and parcel identification number.

(Ord. 92-01. Passed 1-21-92.)

## APPENDIX III

DETERMINING SECONDARY ADDRESSES FOR  
ADDRESSABLE STRUCTURES ON SINGLE-OWNER  
PRIVATE ACCESS EASEMENTS

1. In assigning the secondary address or unit number, each unit number will be three digits. The first digit represents the floor number which will ordinarily be one. In the case of a second floor apartment the unit number will begin with the number two. The second and third digits represent the relative location of the unit on the property.
2. The unit numbers will be assigned sequentially and will not be duplicated within a property. The numbering will start at the primary entrance to the property and will be consistent along each lane. The numbering on each lane will start with the next available ten and increment uniformly by twos so as to allow for new construction.
3. The posting of unit ranges will be done as in Section 4 hereof. Unit numbers will also be posted on each addressable structure in accordance with Chapter 1026.
4. An example of numbering and posting on single-owner private access easements is as follows:



(Ord. 94-09. Passed 4-20-94.)